

PEP Chain-of-Custody Form for BGI PQ200A

PART I – WEIGHING LABORATORY

Filter Weighing and Shipping Information from Weighing Lab or Shipping Log			
Filter ID		Filter Cassette ID	<input type="checkbox"/> TB - Trip Blank
Weighing Lab		Cassette Type	
Analyst/Custodian		Tare Weight Date	
Shipment Date		Airbill Tracking No.	
Sent to (PE Org)		Shipped via	<input type="checkbox"/> Federal Express <input type="checkbox"/> Other
Date This Filter Must be Used by:		Return to:	

Normally, the weighing laboratory completes Part I, keeps 1 copy and sends 2 copies to the field office with the unexposed filter cassette.

PART II – FIELD OFFICE

Date Received:	Received by:	Location:
Package Condition: <input type="checkbox"/> Good <input type="checkbox"/> Reject (Why?)		

If rejected, the filter cassette should be returned to the weighing laboratory with the next outgoing shipment.

PART III – FIELD SITE

Sampling Event Information		
Arrival Date at Site		Sampler Operator:
Site Name & Description		
Primary SLT PM-2.5 Sampler	Make/Model:	Serial No.:
Primary SLT PM-10 Sampler	Make/Model:	Serial No.:
AQS Site ID		
Other Operators or Observers		
Sampling Event Filter Data		
Sampling Date:	Retrieval Date:	Time:
Event Filter Integrity: <input type="checkbox"/> OK <input type="checkbox"/> Reject (describe)		
Sample Type		
<input type="checkbox"/> RO - Routine <input type="checkbox"/> FB - Field Blank (RO Cassette ID: _____) <input type="checkbox"/> Other (describe)		
<input type="checkbox"/> CO - Collocated PEP <input type="checkbox"/> Expired Filter (not used)		
<input type="checkbox"/> TB - Trip Blank (last RO Cassette ID used in audit trip: _____)		
<input type="checkbox"/> Void (why?)		
PEP Cut Point: <input type="checkbox"/> PM-2.5 <input type="checkbox"/> PM-10	PEP Separator Type: <input type="checkbox"/> WINS <input type="checkbox"/> VSCC	

PART IV – FIELD FILTER SHIPPING TO WEIGHING LAB

Shipment Date		Affiliation:
Shipped by		Shipping Destination:
Airbill No.		Shipped via: <input type="checkbox"/> Federal Express <input type="checkbox"/> Other

On completion of Part II-IV, the field scientist keeps one copy and sends the top (original) copy to the laboratory with the filter.

PART V – WEIGHING LABORATORY

Date Received	Received by:	Integrity Flag:
Shipment Integrity OK? <input type="checkbox"/> Yes <input type="checkbox"/> No	Max Temperature: °C	Cold Pack Condition: <input type="checkbox"/> Frozen <input type="checkbox"/> Cold <input type="checkbox"/> Ambient

The weighing laboratory will DATE-STAMP and attach the COC form to the receiving log-book, in which same info is recorded.

Notes: